

BY-LAWS

NEW ENGLAND ASSOCIATION OF CHEMISTRY TEACHERS

ARTICLE I MEMBERSHIP

Section 1. After the adoption of these by-laws, all members hitherto classified as Active members and Associate members shall be classified as Active members subject to assessment of dues as stated in ARTICLE III, Section 1 of these by-laws.

Section 2. Honorary members may be elected by the Association at the Annual Meeting upon recommendation of the Executive Committee.

Section 3. Members of this Association called to active service in the armed forces of the United States shall be transferred to the "Deferred Membership List." They shall not be assessed dues until their return to civilian life.

ARTICLE II BENEFITS AND PRIVILEGES

Section 1. Active members are entitled to vote, hold office, to receive notices of meetings, to receive the publication referred to in ARTICLE VIII, Sec. 1 of the Constitution, and such other publications as the Association may issue.

Section 2. Honorary members and those on the "Deferred Membership List" shall be entitled to receive notices of meetings and to receive the REPORT referred to in ARTICLE VIII, Sec. 1 of the Constitution and such other publications as the Association may issue.

ARTICLE III DUES

Section 1. Beginning July 1st, 1942 and thereafter, dues for Active members shall be three dollars and fifty cents per annum.

Section 2. Honorary members are exempt from all dues except that, on payment of dues of three dollars and fifty cents, they may also be classified as Active members.

Section 3. Statements of dues payable shall be sent to each member on October 1st. of each year. Duplicate statements shall be sent to members whose dues are unpaid on November 1st. and on December 1st.

Section 4. Members whose dues are not paid by January 1st. shall be suspended from membership and suitable notification shall be sent them by the Treasurer. Suspended members shall not receive notices of meetings or copies of publications of the Association.

ARTICLE IV DUTIES OF OFFICERS

Section 1. The President shall preside at all business meetings, both of the Association and of the Executive Committee, and shall have general oversight over the interests and activities of the Association, and shall perform any other duties usually incident to the office. The President shall be a member ex-officio of all committees.

Section 2. The Vice-President shall act in the absence of the President and shall act as coordinator of the activities of the Division Chairmen in planning the programs of the monthly meetings.

Section 3. The Secretary shall keep a permanent record of all business transacted by the Association, shall attend to the correspondence, shall notify all members of meetings, and shall perform such other duties as are usually incident to the office. The Secretary shall act as secretary of the Executive Committee and shall keep separate minutes of its meetings. The Secretary shall serve as chairman of the Membership Committee and shall compile a Manual of Members at the close of each fiscal year. With the approval of the Executive Committee, the Secretary may employ assistance in addressing and mailing notices of the meetings and in mailing all publications of the Association. The cost of this assistance shall be borne by the Association.

Section 4. The Treasurer shall be responsible for the collection of membership dues and shall receive all monies due the Association, except income to the Endowment Fund, and shall pay all bills of the Association upon proper approval. He shall check all bills against the allocation made by the Executive Committee and shall be prepared to furnish the Executive Committee, or the President of the Association, with the total expenditure against each allocation, upon request. He shall keep accurate accounts and shall submit them to the Auditor within three weeks of the close of the fiscal year. The audited report of the Treasurer shall be submitted to the Executive Committee for approval and shall be published annually.

Section 5. The Auditor shall audit the accounts of the Treasurer and of the Treasurer of the Endowment Fund. The Auditor shall approve the bookkeeping and accounting system to be used by the Treasurer, committees to whom funds are allocated, and by any other officer or member who shall be charged with any funds of the Association.

Section 6. The Curator shall be responsible for the maintenance of a complete file of the REPORTS and such other publications as the Association may issue. The Curator shall be charged with the care of any books or exhibits which are the property of the Association. The office of the Curator shall serve as a repository for any material of historic value concerning the development of chemistry and its teaching in New England. The Curator shall

receive and preserve all extra printed copies of all publications of the Association and shall sell them upon demand at such prices and under such regulations: as the Executive Committee may set.

ARTICLE V DUTIES OF DIVISION CHAIRMEN

Section 1. The Division Chairmen shall be responsible for the arrangement of at least one meeting in their respective divisions each year.

Section 2. The Division Chairmen shall be responsible for keeping teachers of chemistry within their division informed of the activities and services of the Association. The Executive Committee may set up such machinery as seems desirable to assist the Division Chairmen in these matters.

ARTICLE VI COMMITTEES

Section 1. A committee, to be known as the Chemical Education Committee, shall be a standing committee of the Association. This committee shall consist of not less than seven members appointed annually by the President, on or before October 1st. of each year.

Section 2. A committee, to be known as the Summer Conference Committee, shall be a standing committee of the Association. This committee shall consist of not less than seven members appointed annually by the President, on or before October 1st. of each year.

Section 3. A committee, to be known as the Necrology Committee, shall be a standing committee to the Association. The committee shall consist of three members, one of whom shall be appointed annually, not later than October 1st., by the President, for a term of three years.

Section 4. An Honorary Membership Committee of three members, chosen from the Executive Committee, shall be appointed annually by the President, at or before the December meeting of the Association.

Section 5. Committees may be appointed from time to time to consider problems of any sort connected with the teaching of chemistry which may be deemed advisable by the Executive Committee.

ARTICLE VII DUTIES OF COMMITTEES

Section 1. The Executive Committee shall have general oversight over the policies of the Association and its actions, subject to the provisions of the Constitution and By-Laws, shall be binding upon the Association.

Section 2. The Budget Committee shall prepare and present a budget for the following year, at the Annual Meeting.

Section 3. The Membership Committee shall receive and act upon applications for membership. The Membership Committee shall assist the Division Chairmen in securing members for the Association.

Section 4. The Chemical Education Committee shall serve as a clearing house for all questions pertaining to the teaching of chemistry.

Section 5. The Summer Conference Committee shall have complete charge of all preparations for the annual Summer Conference. It shall select a Treasurer who will submit its financial accounts to the Auditor for certification and to the Executive Committee for approval. The Treasurer's report shall be published annually. It shall render a report of its activities at the October meeting of the Association.

Section 6. The Necrology Committee shall prepare and present to the Association, at its regular meetings, suitable resolutions upon the death of members of the Association. It shall prepare suitable records concerning deceased members for the archives of the Curator.

Section 7. The Honorary Membership Committee shall consider candidates and report to the Executive Committee.

ARTICLE VIII REMUNERATION

Section 1. No officer or other member of the Association shall receive a salary.

Section 2. The Association shall reimburse all persons authorized by the Association or by the Executive Committee to make expenditures for postal, express, telephone, and telegraph expenses incurred in carrying out the official business of the Association, when such expenditures are submitted, properly itemized, on forms approved by the Auditor, and are endorsed by the President of the Association.

Section 3. The Association shall honor bills incurred for the Association by authorized members or shall reimburse those members for expenditures incurred for the Association when such expenditures have been authorized previously by the Executive Committee or by the President, acting for the Executive Committee. The correctness of such bills shall be certified by the person incurring the same and by the President of the Association.

Section 4. The Association shall reimburse the President, Vice-President, Secretary, and Treasurer for costs of transportation incurred in attending the regular monthly meetings of the Association, such reimbursement not to exceed two cents per mile.

Section 5. The Chairman of the Summer Conference Committee and the President shall be entitled to reimbursement for necessary travelling expenses in connection with the preparation for the annual Summer Conference to the extent specified in ARTICLE VIII, Sec. 4. The reimbursement shall be drawn from the funds of the Summer Conference Committee.

ARTICLE IX AMENDMENTS

Section 1. These By-Laws may be amended by an affirmative vote of three-quarters of the membership of the Executive Committee.

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AMENDMENTS

Amendment #1. December 9, 1944

The Editor of the REPORT shall be appointed by the Executive Committee not later than the Annual Meeting to serve for a period of one year beginning July 1.

Amendment #2. March 17, 1945

ARTICLE VIII, Section 4, The Association shall reimburse the President, Vice-President, Secretary, Treasurer, and Editor of the REPORT for costs of transportation incurred in attending the regular monthly meetings of the Association.

Amendment #3. August 22, 1946

ARTICLE IV, Section 3. "The Secretary shall be responsible for having the Treasurer of this Association and the Treasurer of the Summer Conference bonded for a suitable amount during their term of office."

"By action of the Executive Committee Meeting at Middlebury College on August 21st, 1946, the ARTICLE I, Section 3, of the By-Laws was dropped."